

WHAT CAN I DO WITH MY STUDENT?

Option A: Information-Focused (2 hours)

1

INTRODUCE THEM TO YOUR PROFESSIONAL SPACE

Even though your student can't physically join you, you can help orient them by

- Taking them on a virtual tour of your office
- Doing a walk-through of your virtual workspace
- Providing an overview of your companies' operations, divisions, and staff



2

ENGAGE THEM WITH AN INFORMATIONAL INTERVIEW

What is an informational interview?

Students want to learn more about you, who you are, and what you do. An informational interview is an informal conversation with someone working in an area of interest for the purpose of better understanding how their job works. It is important to note that it is *not* a job interview and the objective is *not* to provide students with job opportunities.

Benefits of informational interviews

- Students gain firsthand, relevant information about working within a particular field, industry, or position
- Students receive tips and insider knowledge on how to prepare for and land positions in their desired field
- Students learn how to initiate a professional relationship and expand their network in a specific field
- Alumni have the chance to reflect upon their career paths and professional choices

Topics to discuss

- Day-to-day details of your job
- What you enjoy most about your job
- Challenges you face at work
- Your career trajectory from Clark
- Recent changes within your industry
- Specific attributes of successful people in your field



3

HELP THEM SET GOALS WITH A RESUME REVIEW

The resume review allows you to provide insider insight into what a competitive resume looks like in your field. Some areas of discussion may include

- Overall first impressions of the resume
- Targeted room for improvement
- Goals the student should set to become a more well-rounded candidate



4

REFLECT UPON THE DAY

Be sure to save room to debrief with your student. The following activities will help both you and your student end the day on a positive note

- Answer any final questions the student may have
- Trade contact information
- Connect on LinkedIn and ClarkCONNECT

